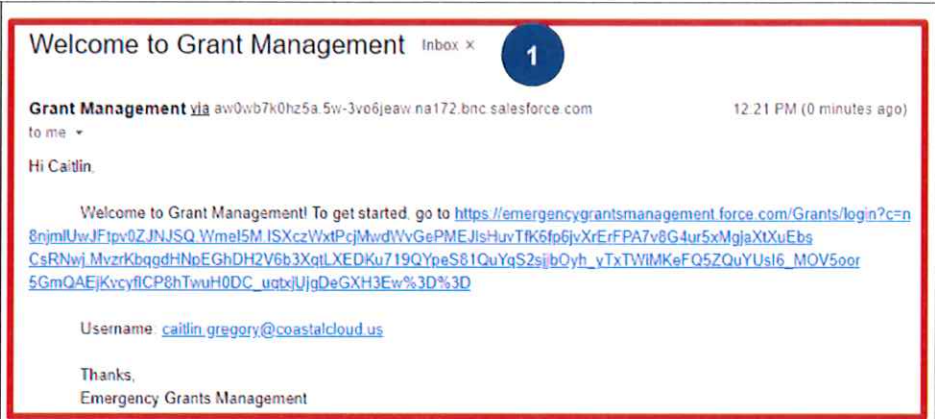
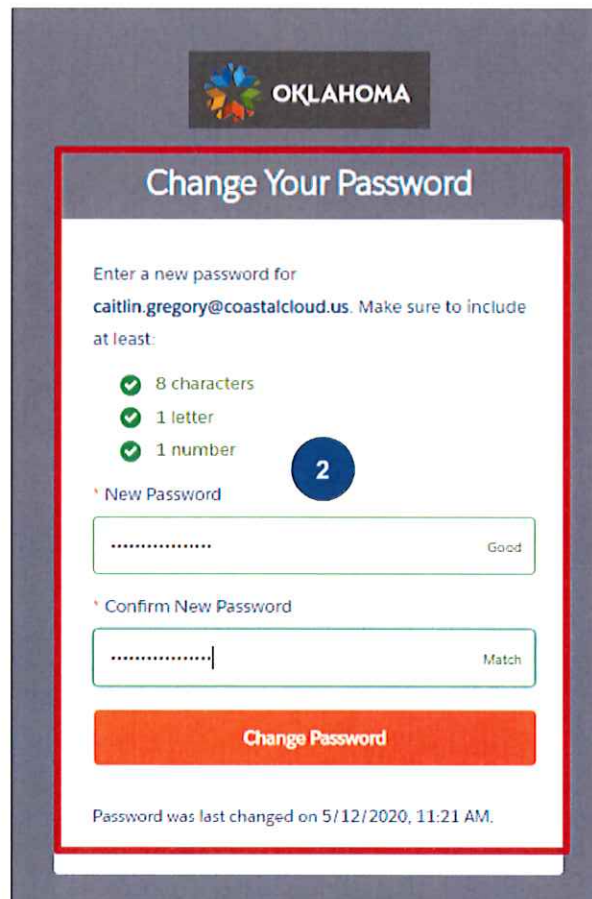


Managing Grant Applications in the Portal

1. Once the Subrecipient Agreement is approved, an email notification will be sent to the subrecipient, welcoming them to the grant management community portal.



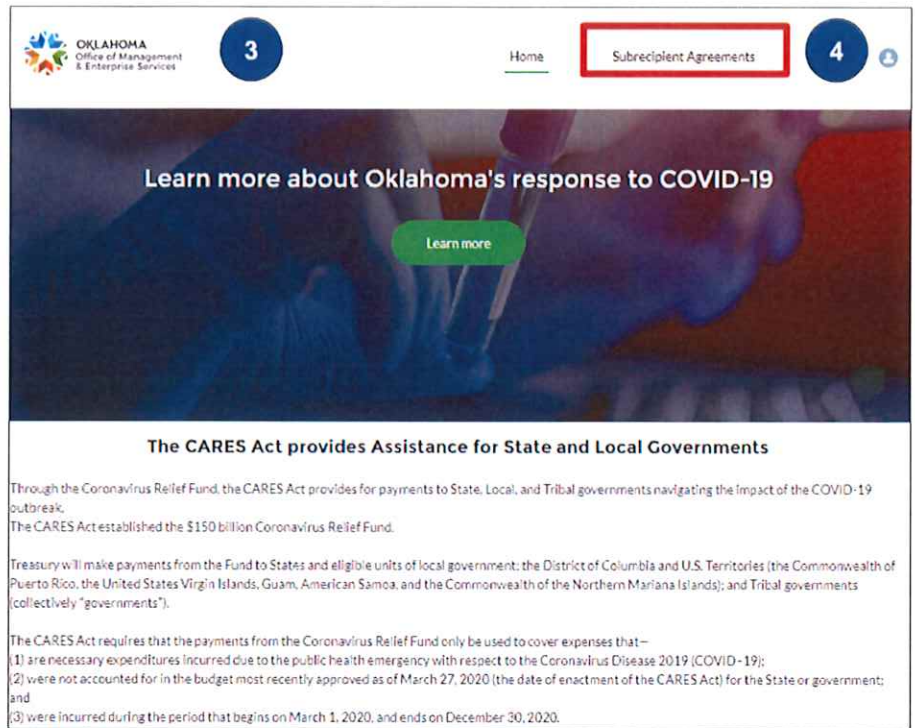
2. After clicking the link in the welcome email, the user will be prompted to change their password upon entering the community for the first time.



Managing Grant Applications in the Portal

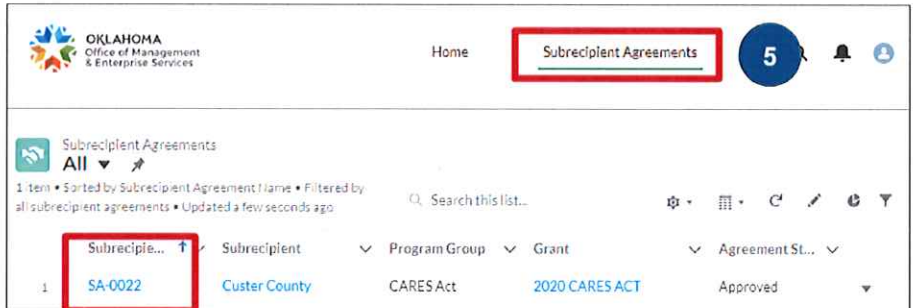
3. This is the homepage that users will see upon signing into the Portal.

4. To view Subrecipient Agreements, click the Subrecipient Agreements tab.



5. The Subrecipient Agreements tab displays the agreement for that Subrecipient. There should only be one Subrecipient Agreement per Subrecipient.

6. Click the Subrecipient Agreement Name to view the agreement.



Managing Grant Applications in the Portal

7. The Subrecipient can see **key fields** related to the agreement from the Portal.

8. They can also see any **Financial Activity** related to the agreement. For this scenario, a financial activity would represent a request for funds reimbursement.

9. To create a new request for reimbursement, click the **New Financial Activity** button.

10. Enter the Requested Date and click **Next**.

Managing Grant Applications in the Portal

11. Once your Financial Activity has been created, scroll down to the **Cost Categories** section at the bottom of the page.

12. Populate the **Funds Requested** for each Category.

Financial Activity
FA-000027

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Test County		5/18/2020	New

Financial Activity Name: FA-000027
 Financial Activity Type: Reimbursement

Subrecipient Agreement: SA-0017
 Grant Name: Test - Cares Act
 Requested Date: 5/18/2020
 Funds Requested: []

Reporting Time Period Start: []
 Reporting Time Period End: []
 Approved Date: []

Additional Fund Categories: []

Financial Activity Information
 Funds Approved: []

System Information
 Created By: CG Training Contact, 5/18/2020, 3:55 PM
 Last Modified By: CG Training Contact, 5/18/2020, 3:55 PM

Financial Activity Cost Categories

FINANCIAL ACTIVITY BUDGET CATEGORY NAME	COST CATEGORY NAME	ACTIVITY	CATEGORY TOTAL BUDGET	BUDGET REMAINING	FUNDS REQUESTED
FABC-00383	Medical Expenses	Public medical facility expenses			0.00
FABC-00384	Medical Expenses	Public telemedicine capabilities			0.00
FABC-00385	Payroll Expenses	COVID Dedicated Payroll Expenses			0.00
FABC-00386	Compliance Expenses	Food delivery			0.00

13. Once you have completed the Cost Categories table, check the box and click **Save**.

FABC-00403	Public Health Expenses	Public safety measures			0.00
FABC-00404	Public Health Expenses	Quarantining			0.00
FABC-00405	Compliance Expenses	Maintaining prisons and jails			0.00
Total			\$12,001,000.00	\$11,971,000.00	\$10,000.00

By signing this report, I certify to the best of my knowledge and belief that the information is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001, 1003, 1005, 1006, 1007, 1008, 1009, 1010, 1011, Sections 3729-3730 and 3801-3812).


Save

Managing Grant Applications in the Portal

14. Once your screen has refreshed, the **Total Requested** amount on your Cost Category table should match the **Funds Requested** amount on the Financial Activity Details.

FABC-00403	Public Health Expenses	Public safety measures	<input type="text" value="0.00"/>
FABC-00404	Public Health Expenses	Quarantining	<input type="text" value="0.00"/>
FABC-00405	Compliance Expenses	Maintaining prisons and jails	<input type="text" value="0.00"/>
Total			\$10,000.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

 **Financial Activity**
FA-000027

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Test County	\$10,000.00	5/18/2020	New

Financial Activity Name: FA-000027 Financial Activity Type: Reimbursement

Subrecipient Agreement: SA-0017

Grant Name: Test - Cares Act Requested Date: 5/18/2020

Funds Requested: \$10,000.00 **14**

Reporting Time Period Start: Approved Date:


Reporting Time Period End:


Additional Fund Categories:

▼ **Financial Activity Information**

Funds Approved:

▼ **System Information**

Created By:  CG Training Contact, 5/18/2020, 3:55 PM

Last Modified By:  CG Training Contact, 5/18/2020, 4:09 PM

Managing Grant Applications in the Portal

15. From your Financial Activity record, upload any supporting documentation under the files section.

16. Click **Upload Files** or drag and drop the files.

Financial Activity
FA-000051

Edit Submit for Approval

Record Type Reimbursement	Subrecipient Account Custer County	Funds Requested \$500,000.00	Requested Date 5/12/2020	Status New
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Details

Financial Activity Name FA-000051	Financial Activity Type Reimbursement
Subrecipient Agreement SA-0022	Status New
Grant Name 2020 CARES ACT	Requested Date 5/12/2020
Reporting Time Period Start	Funds Requested \$500,000.00
Reporting Time Period End	Approved Date

Financial Activity Information

Total Award Amount \$0.00	Total Funds Released \$0.00
Funds Available to Draw \$9,000,000.00	Funds Approved

Files (0) Add Files

Upload Files

Or drop files

17. Once files have been uploaded, click the **Submit for Approval** button. This will submit your request to the State's Grant Manager.

Financial Activity
FA-000051

Edit Submit for Approval

Record Type Reimbursement	Subrecipient Account Custer County	Funds Requested \$500,000.00	Requested Date 5/12/2020	Status New
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Details

Financial Activity Name FA-000051	Financial Activity Type Reimbursement
Subrecipient Agreement SA-0022	Status New
Grant Name 2020 CARES ACT	

Files (0) Add Files

Upload Files

Or drop files

18. Add **Comments** and click **Submit**.

Submit for Approval

Comments

Please approve my funds request.

Cancel Submit

Managing Grant Applications in the Portal

19. Once submitted, your Approval Status will update to **Grant Manager**. The status will also be updated at the State to show that the application is ready for review.

The screenshot displays the 'Financial Activity' page for record FA-000051. At the top, a summary table lists key information:

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Custer County	\$500,000.00	5/12/2020	Grant Administrator

Below this is a 'Details' section with the following fields:

- Financial Activity Name: FA-000051
- Financial Activity Type: Reimbursement
- Subrecipient Agreement: SA-0022
- Grant Name: 2020 CARES ACT
- Reporting Time Period Start
- Reporting Time Period End
- Requested Date: 5/12/2020
- Funds Requested: \$500,000.00
- Approved Date

A blue circle with the number '19' is positioned next to the 'Status' field, which is highlighted with a red box and contains the text 'Grant Administrator'.